



*A State of California*  
**Employment Training Panel**

*Arnold Schwarzenegger, Governor*

May 9, 2008

Jasmine Vigil, Manager  
Excalibur Engineering, Inc.  
9201 Irvine Blvd.  
Irvine, CA 92618

Dear Ms. Vigil:

RE: **Final MONITORING VISIT REPORT for Excalibur Engineering Retraining SB ET08-0163**

<b>Date of the Visit:</b>	4/11/08
<b>Beginning/Ending Time:</b>	11:00am – 3:30pm
<b>Date of Last Visit:</b>	11/13/07
<b>Visit Location:</b>	Irvine, California
<b>Persons in attendance:</b>	Neil McGee, Manager, Excalibur Engineering, Inc. (Excalibur); Maggie Menzel, Administrative Subcontractor, Training Funding Source (TFS); and Suzanne Godin, ETP Contract Specialist
<b>Action Items remaining from Prior Meeting:</b>	Yes – ETP 83 Reporting – See Page 3
<b>Action Required:</b>	No

**CONTRACT INFORMATION:**

<b>Term of Agreement:</b>	8/06/06-8/05/08	<b>Agreement Amount:</b>	\$43,680
<b>Training Start Date:</b>	8/06/07	<b>No. to Retain:</b>	28
<b>Date Training must be Completed:</b>	5/05/08	<b>Range of Hours:</b>	8-60
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	60

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ETP (04/15/05)

## **FINAL REPORT SUMMARY:**

### ***AGREEMENT HISTORY***

The agreement was approved at the July 2007 Panel Meeting and was executed on 10/05/07. Training began on 8/06/07. Mr. McGee reported that all training was completed on 1/31/08 which allows for the 90-day retention period to be completed within the term ending date of the Agreement.

### ***INTERVIEW WITH THE CONTRACT REPRESENTATIVE: NEIL MCGEE***

Mr. McGee reported that the ETP-funded training had been a positive experience and that without the assistance of ETP, Excalibur would not have been able to provide the amount of formal, structured training that it did. As a result of the skills acquired from training, Excalibur has begun to develop and implement standard operating procedures. Interdepartmental communication has greatly improved; your employees have begun to function as a team; and have a better understanding of and respect for each other's jobs and how one individual's performance (or lack of) affects the rest of the company. Mr. McGee added that the ETP-funded training has given frontline workers the process improvement and technical skills needed to perform multiple functions and provide superior customer service to its external and internal customers.

### **ACTION ITEM RESOLVED FROM PREVIOUS VISIT:**

During the last monitoring visit, Ms. Godin discovered that nine of Excalibur's enrolled trainees had been employed less than 90 days prior to his/her enrollment date and respective first day of training. Ms. Godin also noted that in some cases, Excalibur had invoiced ETP for class/lab hours tracked prior to 90 days of full time employment. Subsequent to that visit, your project administrator subcontractor (TFS) submitted ETP 83's for the aforementioned employees. Four employees were not eligible. Excalibur was advised that training hours tracked on the ETP system for the (4) ineligible trainees would need to be deleted and that those employees would not be eligible for reimbursable ETP training until they had each completed 90 days of full time employment with the company. Excalibur was also advised that any class/lab training included on an Invoice that was tracked for ineligible retrainees prior to 90 days of fulltime employment was an overpayment.

**Your contract analyst verified that all ineligible hours had been deleted from the ETP tracking system, thus resolving the previous action item.**

### **DISCUSSION OF PROJECTED EARNINGS:**

Ms. Menzel provided Ms. Godin with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 34 trainees (121 percent of planned retentions) who had completed the specified range of class/lab hours (8-60) and retention period. Excalibur tracked 1737 eligible hours on the ETP class/lab tracking system for the aforementioned 34 trainees. These hours were calculated after the deletion of ineligible hours discussed in the aforementioned action item. Therefore, Excalibur is eligible to earn \$43,680 (100 percent of the encumbered amount) if all other agreement conditions are met. As of the date of this report, Excalibur had received **\$32,760** in unearned progress payments.

Ms. Godin reminded those present that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement, which is **8/05/08**. If you are unable to submit the closeout invoice by that date, a request for an extension must be submitted to ETP's Fiscal Unit Manager, Kulbir Mayall.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	39	<b>Completed Training:</b>	39
<b>Trainees Enrolled:</b>	39	<b>Completed Retention:</b>	34
<b>Dropped Following Enrollment:</b>	1	<b>In Retention Period:</b>	4
<b>No. Completed Minimum Reimbursable Hours :</b>	39		

**TRAINING STATUS:**

The statistical data submitted by you during this visit, as detailed above, agreed with the information contained on ETP's Trainee Status Report.

**ATTENDANCE ROSTERS:**

Ms. Godin reviewed attendance rosters from 8/9/07 – 1/28/08 for 7 trainees and compared them to the hours entered into the ETP on-line tracking system.

<b>Attendance Rosters reviewed:</b>	<b>8/9/07-1/28/08</b>	<b>Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.</b>	<b>YES</b>
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**INVOICES:**

Ms. Godin validated Invoice #3 for Progress Payment #2 (Completion of Training) for the 7 above mentioned trainees in Job 1. The analyst verified that each trainee had completed the requisite number of hours before the date of submission of the invoices.

<b>Documentation reviewed was consistent with information reported on Invoice</b>	<b>3</b>	<b>Yes</b>
<b>Progress Payment</b>	<b>2</b>	<b>Yes</b>
<b>Final Payment</b>		<b>N/A</b>

### **AUDIT:**

You will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable.

Listed below are types of records typically requested during an ETP field audit:

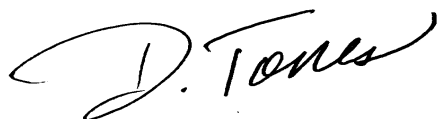
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

### **RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Suzanne Godin at (619) 686-1918 or at [sgodin@etp.ca.gov](mailto:sgodin@etp.ca.gov) within ten (10) working days from the receipt date of this letter.

Sincerely,



Diana Torres, Manager  
San Diego Regional Office



Suzanne Godin, Contract Analyst  
San Diego Field Office

cc: Amber Luiz, Assistant Director  
Kulbir Mayall, Fiscal Manager  
Master File  
Project File